TALKING BOOK SERVICE
IDAHO COMMISSION FOR LIBRARIES
Toll free: 1.800.458.3271
Boise area: 334.2150
Fax: 208.334.4016

INSTITUTIONAL AGREEMENT

Persons who use this service must have a visual and/or physical handicap or reading disability. Materials and equipment are for eligible patron use only.

As The Responsible Party:

- I certify that this service will be used by eligible patrons.
- I agree to check out at least one audio book per year and to return books within 4 weeks.
- I agree to take care of loaned materials.
- I agree to notify the Talking Book Service should I leave this position.
- I agree to be responsible regarding the policies included with this form.
- I request ____ players.

Please print and sign two copies of this agreement and mail or fax to:

Talking Book Service, Idaho Commission for Libraries 325 W. State St. Boise, ID 83702
One authorized copy will be returned to you.

Name of Institution		Phone Number
Street Address		E-mail address
City	State	Zip Code

Print name of staff member responsible for the service	Title
Signature: staff member responsible for the service	Date
Signature: Director/Administrator of Institution	Date

PLEASE LIST USERS (Use back of page if necessary)

Name	Birth date	Disability

PLEASE LIST ADDITIONAL USERS

Name	Birth date	Disability

TBS Use only

Talking Book Service Authorized Staff signature Date